



REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

<u>Date:</u> January 18, 2018	<u>Interviewer:</u> Mallory Sullivan	RFA #18 – 08
<u>Name of Person(s) Requesting Assistance:</u> [REDACTED]		
<u>Contact Numbers (telephone, e-mail, etc.):</u>		
<u>Status of Person(s) Interviewed (title, position, student status, etc.):</u> Student		
<u>Requested Assistance Pertaining To (name, position, policy, project, etc.):</u> [REDACTED], Former WWU-student. [REDACTED] is not currently enrolled this term, although he was enrolled fall [REDACTED], and will likely re-enroll spring [REDACTED]		

To the best of your knowledge, please fill out the following:

Interviewee Status: Male ☐ Female ☒ Administrator ☐ Faculty ☐ Staff ☐ Student ☒
 Concern Regarding: Male ☒ Female ☐ Administrator ☐ Faculty ☐ Staff ☐ Student ☐

Category: *(Please check at least one)*

- | | | | | |
|--|--|---|-------------------------------------|--|
| <input type="checkbox"/> Age | <input type="checkbox"/> Color | <input type="checkbox"/> Creed | <input type="checkbox"/> Disability | <input type="checkbox"/> Veteran Status |
| <input type="checkbox"/> Marital Status | <input type="checkbox"/> National Origin | <input type="checkbox"/> Race | <input type="checkbox"/> Religion | <input type="checkbox"/> Retaliation |
| <input checked="" type="checkbox"/> Sex/Gender | <input type="checkbox"/> Sexual Harassment | <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Employment | <input type="checkbox"/> Genetic Information |
| <input type="checkbox"/> Gender Identity or Expression | | | | |

Time Line		
Date	Item	Comments
01/18/2018	[REDACTED] met with MS at EO	[REDACTED] was informed about the neutrality of the EO Office, Western's discrimination complaint procedures, confidentiality, support resources, the availability of interim measures, retaliation, and offered the opportunity to ask questions before her interview began. MS provided [REDACTED] with a hardcopy of 1600.02, 1600.02A, and 1600.04. MS consecutively typed [REDACTED] statement as she spoke. [REDACTED] review and signed the statement. Mallory explained that EO could not do an investigation or have any authority over [REDACTED] if he was not a student. MS focused on ensuring [REDACTED] had needed support (Casas, Counseling Center).
2/21/2018	[REDACTED] met w/MS and SGS EO	[REDACTED] indicated that he had no ability to forbid [REDACTED] to come on campus to participate in [REDACTED] that had community members.
		Coordination with Michael Sledge regarding monitoring if [REDACTED] is returning to Western.

